

# TOWN OF CLARENCE APPLICATION FOR USE OF THE LEGION HALL

NAME OR ORGANIZATION \_\_\_\_\_

TYPE OF EVENT \_\_\_\_\_ NO. OF PEOPLE \_\_\_\_\_

DATE OR DATES REQUIRED \_\_\_\_\_

HOURS REQUIRED - TIME IN \_\_\_\_\_ TIME OUT \_\_\_\_\_

FEE \$ \_\_\_\_\_ DATE PAID \_\_\_\_\_

DEPOSIT \$ \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_ DEPOSIT RETURNED \_\_\_\_\_

## RULE AND REGULATIONS

1. In order to use the Legion Hall one must have an approved application and only residents of the Town of Clarence, organizations and groups located within the Town may make application. Applicant must be at least 21 years of age.
2. The Legion Hall may be used for fund raising events and social functions. Hours for use are 8:00 AM to 12:00 AM Midnight.
3. Legion Hall will be closed New Year's Eve, New Year's Day, Easter, Thanksgiving Day, Christmas Eve and Christmas Day.
4. At least 1/3 of the group using the facility must be Clarence residents. Proof of residency is required and the names and addresses of both Clarence residents and non-residents must be submitted with this application.
5. Maximum occupancy of the Legion Hall is 110. A minimum of 20 people are required to use the facility. No Smoking is allowed.
6. A fee of \$50 is required per use. A deposit of \$150 is also required and refundable upon inspection of the premises. Please submit 2 separate checks payable to: Clarence Town Clerk. Non-service organizations are limited to one use per month. (No fee is required for non-profit service organizations.)
7. The key for the building must be picked up and returned at the Town Clerk's Office by the applicant.
8. Groups may use the kitchen facilities, however, they must supply their own dishes, silverware, etc.
9. Reservations for use of the Legion Hall must be made AT LEAST 48 HOURS IN ADVANCE. Any cancellation should also be made AT LEAST 48 HOURS IN ADVANCE to the Town Clerk at 741-8938.
10. Return completed application to: Clarence Town Clerk, One Town Place, Clarence, NY 14031.

THE TOWN BOARD WILL HOLD THE USER RESPONSIBLE FOR SUPERVISION OF THEIR GROUP AND FOR ANY DAMAGE TO TOWN FACILITIES OCCURRING AND RESULTING FROM SUCH USE.

DATE \_\_\_\_\_ SIGNED \_\_\_\_\_

TELEPHONE \_\_\_\_\_ ADDRESS \_\_\_\_\_

APPROVED \_\_\_\_\_ Town Clerk

APPROVED \_\_\_\_\_ Town Board

DATE \_\_\_\_\_ DATE \_\_\_\_\_